

Job Title: AIDE, LIBRARY
Reports to: Principal/Librarian
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: Summer 2011

Primary Purpose

Assist librarian in the administration of the campus library and giving assistance to the faculty, students, and parents in locating and preparing materials. Perform routine clerical duties under direct supervision.

QUALIFICATIONS

Education/Certification

A minimum of 60 college hours

Special Knowledge/Skills:

Proficient typing, keyboarding, and file maintenance skills
Ability to file books following district cataloging system
Effective communication and interpersonal skills
Ability to work well with students, parents and faculty

Experience:

One year experience working with children
One year clerical experience

MAJOR RESPONSIBILITIES AND DUTIES

Library Program Support

1. Provide individual instruction and assistance in using library media center resources including computers and audiovisual equipment.
2. Shelf incoming books, materials, and equipment.
3. Prepare materials for classroom or reserve collection use as requested by teachers.
4. Request and schedule use of materials from regional education service center or other source.
5. Prepare bulletin boards and displays and assist the librarian in preparing instructional materials.
6. Assist in operating and maintaining the copy machine and resource room and keep records.
7. Assist in the supervision of the Video Room and schedule.
8. Conduct story time for each scheduled class of students.
9. Maintain the appearance and safety of the library.

Accounting and Inventory

10. Operate the media center automated circulation system.
11. Collect and maintain records of student fines and prepare parent notification as needed.
12. Receive and process books, materials, and equipment and reconcile with packing slips and invoices.
13. Repair books, magazines, materials, and equipment or process for repair at outside facilities (e.g., bindery).
14. Perform routine maintenance on audiovisual equipment.
15. Assist in the annual inventory and weeding of library media center materials.

Clerical Support

16. Maintain physical and computerized files, including card catalog, vertical file materials, and publisher catalogs.
17. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence using personal computer or typewriter.
18. Assist librarian in keeping administrative records and preparing required reports.
19. Maintain records of all materials, checkouts, returns, overdues, etc.

Student Management

20. Supervise students and assist librarian and teachers to maintain student behavior and maintain an orderly atmosphere.
21. Perform assigned student monitoring duties.

Other

22. Supervise library operation in absence of the librarian.
23. Assist with the supervision of parent volunteers and student aides.
24. Participate in staff development training programs to improve job performance, in special events and in faculty meetings as assigned.
25. Perform other duties assigned by supervisor.
26. Maintain confidentiality of information.

Supervisory Responsibilities

27. Assist in the supervision of volunteers.

EQUIPMENT USED

Typewriter, personal computer, printer, scanner, calculator, 35mm camera, record player, opaque projector, laminator, camcorder, cassette recorder, overhead projector and screen, TV/VCR, digital camera, copy machine, Ellison machine, and slide projector.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with continuous interruptions. Maintain emotional control under stress. Climbing, stretching; and frequent lifting of books, boxes, and audiovisual equipment.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.